

MEMORANDUM TO: Assistant Director for Collection
and Dissemination

NOV 30 1949

THRU : Assistant Director for Reports
and Estimates

FROM : Management Officer

SUBJECT : Clarification of Functions Relative to the
Distribution of the National Intelligence Surveys

1. Reference the attached memorandum from the Assistant Director for Collection and Dissemination and its enclosures thereto, it would appear two major points are in question:

a. Whether OCD is responsible for format or content or both of documents to be disseminated by OCD.

b. Whether OCD is responsible to maintain in a current status those documents being held by OCD as files or archives or for future distribution.

2. Re paragraph 1a above, the functions as now written charge OCD with the responsibility of "developing policies and methods to provide prompt dissemination", and with the over-all responsibility of physical dissemination. It is the opinion of the Management Staff that there is no intent in any of the present functions as written or implied which would hold OCD responsible for content or format of any document not originated by that office.

3. Re paragraph 1b above, the answer is somewhat less specific.

a. It appears that, after initial dissemination of any document, copies retained by OCD would become the property of OCD who would, in maintenance of the stock, keep it current by reflecting subsequent changes in such stock. This appears to be a normal distribution function.


b. Any changes deemed necessary prior to initial distribution would hardly be the responsibility of OCD. It is conceivable that in a circumstance where numerous and complex changes are required, the work inherent in correcting the copies of the document would exceed the capabilities of OCD. In such case, it might be indicated that the copies should be returned to one of the reproduction facilities who would undertake the re-collation under ORE direction. However,

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should the changes be of a minor nature, it appears reasonable that OCD would be willing to cooperate in making such changes to assure that CIA publications are disseminated in perfect condition.

4. If further discussion is indicated please advise.

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